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WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

May 30, 1944

COMPLIANCE BRANCH MEMORANDUM NO. 6

Field Organization

Within the framework of general policy and administrative procedures of the Compliance Branch, chiefs of divisions in Washington have responsibility and authority, both in Washington and the field, with respect to activities described in the functional statements of such divisions.

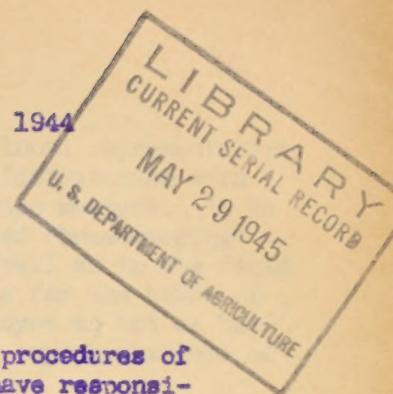
Effective June 1, 1944, presently existing organization units in the compliance divisions of regional offices shall become counterpart units of Washington divisions of the Compliance Branch in manner and form shown in attachment "A" hereto.

The chiefs of Compliance Branch divisions in Washington may communicate directly with the designated head of the counterpart unit of such division in the field with respect to all subject matter within the jurisdiction of such division which does not involve Compliance Branch policy or general instructions or recommended case action. The heads of counterpart units in the field likewise may communicate directly with division heads in Washington. This shall not be construed to contravene the general supervisory responsibility and authority of the head of any field office nor to preclude him from requiring the routing of any or all official communications over his own desk for review.

The heads of field offices should arrange for a reader's file of all outgoing letters to come over their desks for their information and review after mailing. This will avoid the necessity for reviewing any but the most important letters before mailing. Heads of field offices will be responsible, of course, for all correspondence going out of such offices and will be expected to be familiar with all activities in such offices.

All communications with respect to case actions, legal opinions, etc., between the field and Washington, and between field offices and Regional Attorneys, shall be over the signature of the head of the field office. This will conform with the change already made in the Washington office whereby the review function formerly performed by the Review and Proceedings Division has become a staff function in the office of the Chief.

The Chief and Assistant Chief of the Compliance Branch in Washington will act and be responsible as Chief and Assistant Chief respectively of the Commodity Exchange Division but will sign letters and documents and be addressed as Chief and Assistant Chief of the Compliance Branch.



The heads of field offices will contact directly the local representatives of the service management divisions of the Office of Distribution with respect to fiscal, personnel, and administrative service matters. It is expected that such divisions will perform the so-called "housekeeping" functions for the Compliance Branch in Washington as well as in the field on a service basis. Accordingly, it will be desirable for the heads of field offices to select or designate a qualified employee to act as head clerk or administrative assistant in dealing with the representatives of the service management divisions.

The 1945 budget allotments will be made to Compliance Branch in Washington and it in turn will reallot to field offices.

General instructions governing personnel appointments, travel, office management, etc., will be incorporated in a revised administrative section of the Compliance Branch Manual of Rules and Regulations. Such manual, supplemented from time to time by Branch memoranda or letters of instruction, will constitute the main body of operating instructions and technical direction governing Branch operations in the field. All employees should be required to familiarize themselves with such parts thereof as pertain to their own special duties and general conduct.

Spot checking and surveys to determine the status of compliance in various areas and with respect to various food orders will become a responsibility of the Compliance Branch. Such responsibility shall be added to the functions of the Investigation Division in Washington and likewise to the Investigation Divisions in field offices.

J. M. Neff
Chief
Compliance Branch

Attachment

ATTACHMENT "A"

to

Compliance Branch Memorandum No. 6
of May 30, 1944

Field Offices 1/

Atlanta, Georgia

1. Western Union Building, Marietta and Forsyth Streets

- (a) Under the general supervision of the Compliance Officer In Charge, the Investigation Section and the Accounts and Audits Section shall operate as counterpart units respectively of the Investigation Division and the Accounts and Audits Division of the Compliance Branch. Such units will be known as divisions instead of sections. The Review and Proceedings Section shall be abolished as such and its case review function shall become a staff function in the office of the Compliance Officer In Charge. Its other functions may be divided between the office of the Compliance Officer In Charge and other divisions. Personnel may be transferred accordingly.

Chicago, Illinois

1. 5 South Wabash Avenue

- (a) Under the general supervision of the Compliance Officer In Charge, the Investigation Section and the Accounts and Audits Section shall operate as counterpart units respectively of the Investigation Division and the Accounts and Audits Division of the Compliance Branch. Such units will be known as divisions instead of sections. The Review and Proceedings Section shall be abolished as such and its case review function shall become a staff function in the office of the Compliance Officer In Charge. Its other functions may be divided between the office of the Compliance Officer In Charge and other divisions. Personnel may be transferred accordingly.
- (b) Until further notice the Compliance Officer In Charge, in addition to his other duties and responsibilities, shall act as general field coordinator with respect to activities conducted

1/ Until further notice, field offices headed by Compliance Officers In Charge will serve the same territory as served by Office of Distribution Regional Directors.

under the immediate supervision of the Commodity Exchange Supervisors in Chicago, Illinois; Minneapolis, Minnesota; and Kansas City, Missouri. This coordinating effort will be directed especially toward utilizing to the best advantage the manpower and facilities of such offices in the war effort.

2. 141 West Jackson Boulevard

- (a) Under the general supervision of the Commodity Exchange Supervisor In Charge, and subject to coordinating direction from the Compliance Officer indicated in 1(b) next above, the Commodity Exchange Section shall become the counterpart unit of the Commodity Exchange Division of the Compliance Branch and be known as a division instead of a section.

Dallas, Texas

1. Room 200 Southland Life Annex

- (a) Under the general supervision of the Compliance Officer In Charge the Investigation Section and the Accounts and Audits Section shall become counterpart units respectively of the Investigation Division and the Accounts and Audits Division of the Compliance Branch. Such units will be known as divisions instead of sections. The Review and Proceedings Section shall be abolished as such and its case review function shall become a staff function in the office of the Compliance Officer In Charge. Its other functions may be divided between the office of the Compliance Officer In Charge and other divisions. Personnel may be transferred accordingly.

Kansas City, Missouri

1. 854 Board of Trade Building

- (a) Under the general supervision of the Commodity Exchange Supervisor In Charge, and subject to coordinating direction from the Compliance Officer In Charge in Chicago, the Commodity Exchange Section shall become the counterpart unit of the Commodity Exchange Division of the Compliance Branch and be known as a division instead of a section.

Minneapolis, Minnesota

1. 510 Chamber of Commerce Building

- (a) Under the general supervision of the Commodity Exchange Supervisor In Charge, and subject to coordinating direction from the Compliance Officer In Charge in Chicago, the Commodity Exchange Section shall become the counterpart unit of the Commodity Exchange Division of the Compliance Branch and be known as a division

instead of a section.

New Orleans, Louisiana

1. 306 New Orleans Cotton Exchange Building

- (a) Under the general supervision of the Commodity Exchange Supervisor In Charge, the Commodity Exchange Section shall become the counterpart unit of the Commodity Exchange Division of the Compliance Branch and be known as a division instead of a section.

New York, New York

1. 150 Broadway

- (a) Under the general supervision of the Compliance Officer In Charge the Investigation Section and the Accounts and Audits Section shall become counterpart units respectively of the Investigation Division and the Accounts and Audits Division of the Compliance Branch. Such units will be known as divisions instead of sections. The Review and Proceedings Section shall be abolished as such and its case review function shall become a staff function in the office of the Compliance Officer In Charge. Its other functions may be divided between the office of the Compliance Officer In Charge and other divisions. Personnel may be transferred accordingly.

2. 60 Beaver Street

- (a) Under the general supervision of the Commodity Exchange Supervisor In Charge, the Commodity Exchange Section shall become the counterpart unit of the Commodity Exchange Division of the Compliance Branch and be known as a division instead of a section.

San Francisco, California

1. 821 Market Street

- (a) Under the general supervision of the Compliance Officer In Charge the Investigation Section and the Accounts and Audits Section shall become counterpart units respectively of the Investigation Division and the Accounts and Audits Division of the Compliance Branch. Such units will be known as divisions instead of sections. The Review and Proceedings Section shall be abolished as such and its case review function shall become a staff function in the office of the Compliance Officer In Charge. Its other functions may be divided between the office of the Compliance Officer In Charge and other divisions. Personnel may be transferred accordingly.

- (b) The Accounts and Audits Division, under direct instructions from the Segregated Funds Section of the Commodity Exchange Division in Washington, shall have responsibility for conducting segregation and position audits under the Commodity Exchange Act.

